



## **DOCUMENT CHECKLIST FOR A LIMITED LIABILITY COMPANY (LLC)**

- ☐ 1. Completed **certification application**.
- ☐ 2. Completed and notarized **Affidavit of Certification** (DBE/MBE) or Statement of Disadvantage (MBE) for all applicants claiming disadvantaged status.
- ☐ 3. Copy of the firm's official articles of organization signed by the State official.
- ☐ 4. Copy of the original and amended operating agreement.
- ☐ 5. A **Certificate of Good Standing** from the Maryland Department of Assessments and Taxation ([www.dat.state.md.us](http://www.dat.state.md.us)) is required for all certified firms. If not submitted with the application package, proof of good standing must be provided prior to certification.
- ☐ 6. **Documented proof of contributions** used to acquire ownership showing that the owner paid for the value of his/her interest in the business or in some way invested personal funds into the business. Acceptable proof includes both sides of cancelled checks or receipts. If unavailable and the firm is more than five (5) years old, a signed and notarized statement describing the personal investment may be acceptable.
- ☐ 7. **Resumes** of all owners, all officers, all directors, and all key employees. **Resumes** must be in detailed chronological order and include places of ownership/employment with corresponding dates.
- ☐ 8. **Proof of U.S. citizenship** in the form of a U.S. Passport or Permanent Resident Card or Certificate of Naturalization or birth certificate **and government issued photo identification** (e.g. driver's license).
- ☐ 9. Completed and notarized **Personal (Financial) Net Worth Statement** for all minority owners constituting 51% ownership.
- ☐ 10. Copy of **personal federal tax returns** for the past three (3) years for each owner constituting 51% ownership. Include all schedules.

- ☐ 11. Copy of **business federal tax returns** for the past three (3) years. Include all schedules.
- ☐ 12. **Year-end financial statements** of the business for the past three (3) years or life of the firm if less than three years. A new business must provide a current financial statement. Non-CPA statements are acceptable.
- ☐ 13. Copy of the firm's **quarterly state unemployment tax wage report** for the last four (4) quarters. Include all attachments.
- ☐ 14. Businesses less than one year old are encouraged, but not required, to submit a **business plan**.
- ☐ 15. Copy of **home state MBE/DBE/ACDBE/WBE certification** for *non-Maryland firms only*, **AND** Copy of all MBE/DBE/ACDBE/WBE certifications and denials of certification by other agencies, if any.
- ☐ 16. Copies of **professional licenses and permits**, including all licenses and permits held by the business, the owner(s), and employees of the business in the areas of work in which the business is seeking certification.
- ☐ 17. Copy of **bank signature authorization** form or a letter signed by a bank official indicating who has authority to sign checks on the business account.
- ☐ 18. **Agreements** such as lease, loan, distributorship, or any other type of formal written agreements related to the operation, management, and or funding of the business. Include agreements with any financial institutions or other types of businesses/individuals and proof of payment on loans, if applicable.
- ☐ 19. **List of equipment** used to provide services for which the business is seeking certification.
- ☐ 20. Copy of **vehicle title(s) or registration(s) and current insurance policy** for all vehicles used by the business.
- ☐ 21. Copies of three (3) **job contracts**, if applicable. Task orders, purchase orders, and invoices are acceptable.
- ☐ 22. If applicable, provide copies of **trust agreements** held by any owner claiming disadvantaged status.